	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

I. STATEMENT OF POLICY

This policy sets the standards for compensation of overtime hours for DCFS employees who perform duties relative to emergency operations (ESF-6) as well as the Disaster Supplemental Nutrition Assistance Program (DSNAP). The SNAP is the federal government program formerly known as the Food Stamp Program. Employees should refer also to [DCFS Policy 1-2, Emergency Preparedness](#), which describes the responsibilities of DCFS Offices in the event of emergencies or disasters and should also refer to [DCFS Policy 4-15, Overtime Compensation](#), which describes how overtime is compensated in accordance with Civil Service rules and the [Fair Labor Standards Act](#).


This policy shall apply to any employee who works at disaster (ESF-6) locations. For the purposes of this policy, disaster duties shall not include drills, meetings and routine tasks performed except those duties performed in preparation for an imminent event or during an actual event as declared by the Governor or the Commissioner of Administration. The event shall begin when the Governor declares an official State of Emergency or the State Emergency Operations Center is activated at a level 3 or above, whichever comes first. The event shall end as designated by the Commissioner of Administration, the Governor, or DCFS Secretary or Undersecretary. Once the event ends, the department's normal overtime compensation policy provisions shall apply.

This policy shall also apply to any employee working at a DSNAP site for the amount of time that the site is open, including mobilization and demobilization duties.

This policy **may** apply to employees performing administrative support functions during events, such as purchasing, budgeting, financial management, time administration, data entry, *** etc., but **only if in direct support** of the ESF-6 or DSNAP function. The DCFS Secretary or designee will make this determination for each event.

Additional explanatory materials related to this policy may be issued from time to time; however, the provisions of this policy, as intended and interpreted by the DCFS Secretary or Undersecretary shall be the final authority during emergency operations. Employees who believe the explanatory materials are confusing or conflict with the provisions of this policy shall contact the DCFS Human Resources Section for clarification and guidance.

Overtime worked will be compensated during emergency/disaster operations for all DCFS employees who are assigned to perform emergency/disaster operation tasks. As in the past, DCFS will make every effort to invoke this policy and compensate employees in cash for overtime worked, but in the event that funds are not readily available employees will be ***awarded compensatory time****. ***In situations where this policy is not invoked, then employees will be**** compensated in accordance with [DCFS Policy 4-15, Overtime Compensation](#).

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

All employees who perform **direct** disaster duty will be compensated ***at the** 1.5 *rate**** for any disaster overtime hours actually worked over 40 in a work week. ***This includes FLSA non-exempt employees as well as FLSA exempt employees who are changed to non-exempt status for the duration of disaster duties.**** If any leave has been taken, to include office closures and holidays observed, compensation will be at the straight time rate for the overtime hours worked until the 40th hour is reached. **Only after 40 hours of actual work is completed will overtime be compensated at the 1.5 rate.**

Note: The * work week for *all DCFS** employees *** begins at 12:01 a.m. on *** Monday and *** ends at 12:00 a.m. (midnight) on Sunday.**


This policy sets forth the standards for hours of work, work assignments and compensation of overtime for DCFS employees designated to work at an assigned ESF-6 or DSNAP location and/or on assigned emergency operations tasks when the provisions of this policy are declared by the Secretary or Undersecretary to be in effect. This policy also sets forth the procedures to be followed by supervisors and employees in assigning, reporting, and recording time worked during emergency operations.

*** II. PROCEDURES****

Supervisors and employees shall use the most recent policy and forms issued, which can be located at the various link sites in this policy. The Department may change procedures and/or forms on short notice, depending upon circumstances. ******* All procedures shall meet the following basic requirements.

A. The **Call-Out Manager** shall:

1. Verbally notify all employees who are activated to disaster ESF-6 or DSNAP duty of the work station change and the schedule of work hours that will be effective for each employee. *** Follow-up with an e-mail to all employees he/she verbally notified of the activated duty to work disaster ESF-6 or DSNAP duty. The e-mail shall provide a written record of notification to the DCFS staff member to deploy for work disaster ESF-6 or DNSAP. ****
2. As feasible, assign a work schedule in accordance with the mission of the disaster ESF-6 or DSNAP operation that will allow each assigned employee the opportunity to physically work for a period of at least 40 hours during the work week in which the assignment is made.


	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

B. The **Emergency Operations/DSNAP Site Manager or designee** shall:

1. Maintain a supply of **current** blank DCFS Disaster Duty Time Sheets ([Adobe version/Word version](#)) and provide them to employees assigned to the disaster operations/DSNAP site.
2. Maintain a list of employees activated for ***their*** location along with employee personnel numbers and job titles.
3. Review completed DCFS Disaster Duty Time Sheets ([Adobe version/Word version](#)) to ensure that all entries are accurate and reflect all time worked for each employee under the supervision of the ***Emergency*** Operations/DSNAP Site Manager.
4. Sign, date and indicate ESF-6 or DSNAP job title on each form to authorize payment of salary and overtime compensation.
5. Assign an ESF-6 or DSNAP Site Time Administrator and a backup to perform the required time administration activities for all DCFS emergency personnel assigned to the Site on a daily basis following the guidelines contained in the [Time Entry Instructions and FAQ's for Emergency Operations](#).
6. Report ***names and personnel numbers of*** Time Administration designees to State Office Human Resources so that broad emergency access can be established in ***the*** LaGov ***system.***

A. The **Emergency Operations/DSNAP employee** shall:

1. Maintain a personal supply of **current** blank DCFS Disaster Duty Time Sheets ([Adobe version/Word version](#)) in the event these are not available at the location to which the employee is assigned. Employees should print out these forms from the DCFS Policy Management System before reporting to disaster duty.
2. Complete the Disaster Duty Time Sheet on a daily basis making sure all entries are **recorded accurately and legibly in ink *(preferably blue or black).*** No white outs are allowed. If an error is made, strike through the incorrect data with a single line, write in the correct data, and initial the change. *******
3. Each day that disaster duty is worked, applicable **employees** must record **all** time and attendance activities occurring that day on the Disaster Duty Time Sheet. This shall include any time spent performing regular office duties, leave


	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

taken, and disaster *** travel*/duty** times. When employees work disaster duty and regular office duty for parts of the same day, employees must record the **number of hours** worked performing regular office duties, **any leave taken**, and **the number of hours worked performing disaster duties**** in **quarter-hour increments** (see **chart below****). **LEO entry**** employees must also *** enter *** leave requests **and regular office overtime hours worked**** in LEO as usual. ***

ACTUAL TIME WORKED OR LEAVE TAKEN IN MINUTES PAST THE HOUR	QUARTER-HOUR INCREMENT TO BE ENTERED & RECORDED
0 – 7	0
8 – 22	0.25
23 – 37	0.50
38 – 52	0.75
53 – 60	1.00

In addition* employees must record **begin and end times for all disaster duty time traveled and worked in quarter-hour increments only.** *** Employees *** **are** not *to**** record the **actual**** clock time disaster duty travel or work began and ended. **(Example: Disaster travel/work that began at 5:10 would be recorded as 5:15.)****

4. **Full-time employees** must work at least 40 hours in a work week. If an employee on ESF-6 or DSNAP duty finds he/she will not have worked 40 hours by the end of the work week, the employee must contact his/her supervisor to make arrangements to ensure a full work week is worked ***unless otherwise instructed by an Emergency Operations/DSNAP Site Manager or designee.****
5. **Work shift extends past midnight** – Employees should note that each work day begins at 12:01 a.m. If a shift is worked that begins before midnight and extends until after midnight, then the employee is to record the time worked up to 12:00 a.m. (midnight) on one day of the time sheet, and the time worked from 12:01 a.m. to the end of their disaster shift on the next day of the time sheet.
6. Secure signature of DCFS ***Emergency**** Operations ***/DSNAP Site**** Manager on all Disaster Duty Time Sheet pages. *** In the event the employee is unable to obtain the ***Site Manager's**** signature *** , the employee shall get the form(s) signed by a Non-DCFS Site Manager (such as Office Manager or Immediate Supervisor) or Appointing Authority.


	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

7. ***LEO**** entry employees **SHALL** continue to input leave taken, regular office overtime hours worked, and regular on-call pay hours served (if applicable) on a daily basis through the LEO system. Employees must make certain these hours do not “overlap” disaster hours recorded on the Disaster Duty Time Sheet.
8. All employees are to adhere to all time entry instructions as outlined in the [Time Entry Instructions and FAQ's for Emergency Operations](#), as well as any additional instructions issued.

B. The ***Disaster Site**** Time Administrator ***or designee**** shall:

1. Notify State Office Human Resources Section of the names and personnel numbers of all FLSA exempt employees assigned to perform disaster duties so the FLSA status can be changed to non-exempt. **NOTE:** If this is not completed, these employees will be underpaid, only receiving compensation at the straight time rate for those hours over 40 in a work week.
2. Collect the employee's DCFS Disaster Duty Time Sheets ([Adobe version/Word version](#)) on a daily basis.
3. Compare the employee's Disaster Duty Time Sheet and ZT24 Time Statement to identify any conflicts and resolve any discrepancies as soon as possible. Ensure entries on all documents are legible and complete.
4. Make time entries in the LaGov ******* system as outlined in the [Time Entry Instructions and FAQ's for Emergency Operations](#) as well as any additional instructions issued.
5. Upon completion of the daily review, place your initials next to each time and attendance line reviewed and return the Disaster Duty Time Sheet to the employee before the end of his/her shift.
6. At the end of each week, ensure all signatures have been obtained and scan the completed Disaster Duty Time Sheets to the DCFS Human Resources Section, retaining the original of all time sheets for these employees, as outlined in the [Time Entry Instructions and FAQ's for Emergency Operations](#).

7. At the conclusion of the disaster event, notify the State Office Human Resources Section of the names and personnel numbers of the employees that need to be changed from FLSA non-exempt status back to exempt status.*


	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

C. The **Human Resources Section** shall:

1. Obtain Fund Numbers from DCFS Fiscal Section and WBS Element from the Commissioner of Administration, and relay this information to all Time Administrators ***and other appropriate DCFS staff****.
- *2. Obtain broad emergency time entry access in the LaGov system for Disaster Site Time Administrators.****
3. Change FLSA exempt employees to non-exempt status upon notification from Time Administrators.
4. Review and evaluate the documents received ***to ensure compliance with policy, procedures, and instructions.****
5. ***Audit**** LaGov ******* reports at the end of each pay period to ensure that time administrators coded disaster time accurately.
6. Run LaGov ******* reports which include the number of hours and expenditures upon request by the DCFS Fiscal Section. Save reports to Excel spreadsheet files and e-mail to DCFS Fiscal Section.
7. Maintain the scanned copy of the DCFS Disaster Duty Time Sheets ([Adobe version/Word version](#)) and forward a copy to the DCFS Fiscal Section.
- *8. Change employees back to FLSA exempt status upon notification from Time Administrators.**
- 9. When the disaster event ends, discontinue the broad emergency time entry access in the LaGov system on the Disaster Site Time Administrators. ****

Leave Usage During Disasters and Disaster Recovery Periods

At H-120 hours and until the state of emergency is lifted, no annual leave requests will be approved, with the exception of emergency situations. All DCFS staff who have leave pre-approved during this period shall consider their leave rescinded unless they can show a financial burden or extreme hardship in doing so. ***Examples of a financial burden or extreme hardship include but are not limited to**** assisting with the evacuation of a loved one or attending the funeral of a family member, close friend or fellow employee. ***If approved, annual leave will be granted**** for the time necessary to tend to the task.

	Agency Name	Department of Social Services (DSS)
	Chapter No./Name	DSS Policy Manual
	Part No./Name	4/Human Resources
	Section No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Document No./Name	4-10/ Human Resources Procedures for Emergency/Disaster Operations
	Effective Date	01/28/15

Each ***DCFS Regional Manager, DDS Area Manager, State Office Bureau/Section Head, or their designee**** will be responsible for determining the exceptions (financial burden, funerals, evacuating a loved one) granted for staff under their chain of command. The State Office Human Resources Section will provide guidance ******* on the procedures ******* ***to**** be used to ***document**** the exceptions granted. In extreme situations, employees deemed as highly critical may be required to return early from annual leave to perform disaster duties.

FMLA leave is an exception to the above and shall be granted. In addition, ******* leave requested for medical appointments and procedures should be approved during disaster situations.

Retention of DCFS Emergency Operations ***** Documents**

At the conclusion of the Emergency Operation, all documentation (correspondence, reports, time sheets, etc.) related to the event shall be maintained according to the [DCFS Policy 6-02, Retention of Departmental Records](#).

Exceptions

For rational business reasons, and with appropriate and adequate notice to affected employees, the DCFS Secretary or DCFS Undersecretary may make exceptions to this policy.

III. FORMS AND INSTRUCTIONS*

- DCFS Disaster Duty Time Sheet ([Adobe version/Word version](#))
- [Time Entry Instructions and Frequently Asked Questions for Emergency Operations](#)

IV. REFERENCES*

- [DCFS Policy 1-2, Emergency Preparedness](#)
- [DCFS Policy 4-15, Overtime Compensation](#)
- [DCFS Policy 6-02, Retention of Departmental Records](#)
- [Fair Labor Standards Act](#)